Information Services Board Meeting Minutes – September 9, 2004
Department of Information Services Boardroom, The Forum Building
Olympia, Washington

Members Present:
Glenn Anderson
Emilio Cantu
Tom Clarke
Tom Fitzsimmons
Earl Heister
Ed Lazowska
Mike McVicker
Gary Robinson

Members Absent:
Marty Daybell
Luke Esser
Jayasri Guha
D.J. Mark
Laura Ruderman
Fred Stephens

Roll Call	A sufficient number of members were present to constitute a quorum during part of the meeting. Action items were approved when there was a quorum; otherwise, status reports were heard.
Office of Secretary of State's Digital Archives Project	Adam Jansen, the digital archivist for the state of Washington, announced that the project is on schedule, currently under budget. A beta version of the digital archives asset management system will be presented at the grand opening to be held October 4, 2004 at the Digital Archives Building on the Eastern Washington University campus in Cheney, Washington. Phase 1 is scheduled to be completed December 31, 2004.
	The project approach was changed from the development of a custom asset management system to the acquisition of an off-the-shelf management system because of the need for long-term storage and the ability to retrieve permanent archival records. A custom system will give agencies the ability to order certified record copies electronically. The only proprietary software being used is Microsoft SQL Server and Microsoft BizTalk. The costs were kept within budget for the first year by avoiding maintenance, licensing, and update charges through the use of a custom developed solution. Risk mitigation is provided in the functionality of the solution.
	There have been two quality assurance reports and an onsite visit. No major risks were identified. The extensive proof-of-concept was deemed successful. By June 2005, Phase 2 will be completed. It includes Governor Locke's records, records from the Legislative Service Center, and records from the Chelan

County Court. The expectation is that the capacity will double every year to accommodate additional records.

Department of Personnel's Human Resource Management System

Gene Matt, Director of the Department of Personnel, stated that other agencies have supported Human Resource Management System (HRMS) by providing 22 FTEs who are working full time on the project. They have also provided an additional 12 testers and are in the process of securing 22 trainers for Release 1, Group 1 deployment. The HRMS system is still scheduled to go live on December 15, 2004.

The project is currently three and a half weeks behind schedule.

To close the variance, resources are being added at the management level and to the skilled workers. Eleven and a half human resource and payroll experts have been brought in to resolve system test issues. This has allowed resources from the interface conversion and reports team to concentrate their efforts in answering agencies' questions.

The department also established criteria and critical milestones that must be met before going live and has developed a contingency plan.

Several strategies are being employed in avoiding problems during Release 2 of the project. Communications will be improved, and a requirements analysis was begun in June to establish additional staffing needs. Many tests are being run and parallel system testing begins in November. There is also a production support team dedicated to addressing issues that arise in production following the release of the software.

Approval of the Minutes

The minutes from May 13, 2004 were approved.

State Interoperability Executive Committee

Chief Lowell Porter, Chair of the State Interoperability Executive Committee (SIEC), presented the Interim Public Statewide Safety Communications Plan and the inventory of the statewide Public Safety Communications System deliverables for approval.

Motion: The Board moved for approval of the Interim Public Statewide Safety Communications Plan and the inventory of the statewide Public Safety Communications System. The motion passed.

Motion: The Board moved for approval of Chief David Stern from the Edmonds Police Department to represent the Washington Association of Sheriffs and Police Chiefs; Mike McVicker, Director of the Department of Information Services, to

fill the position vacated by Stuart McKee; and Jim Mullen, Director of the state Emergency Management Division, to serve on the SIEC Committee. The motion passed.

Chief Porter announced that the State Fire Marshall's position has yet to be filled and will be presented to the Board when a candidate is identified.

Because of the amount of work being performed, the SIEC meeting will move from a quarterly to a bi-monthly schedule. The Frequency Management Workgroup meets twice a month to review new frequencies across the state. The future workload will include several hundred licenses that need to be reviewed and managed due to the issue of FCC narrow banding and the relicensing process. The SIEC has submitted a decision package through the Department of Information Services (DIS) to hire two FTE's to manage this statewide workload.

The SIEC was able to secure $850,000 in funding from the Department of Homeland Security. These funds will be used to develop the final Statewide Public Safety Communications Plan due in December 2004 and to conduct the statewide inventory of communications equipment.

The Board recommended that guidance be written into the Final Communications Plan to include incentives for purchase pooling and maintenance reduction opportunities.

Enterprise Architecture Committee

Greg Brant, DIS Chief Enterprise Architect, reviewed recent changes to the bylaws and submitted those for approval.

Motion: The Board moved for approval of bylaws for the Enterprise Architecture Committee. The motion passed.

The Board requested a language change in the Mission, Objectives, and Goals document. Under the 'Mission' heading, "…and manages the state's IT resources" should be changed to reflect that the Enterprise Architecture (EA) Committee is setting the standards for managing IT resources.

The Board also requested that membership to the committee include a Department of Personnel employee, citing that payroll and human resources are core enterprise architecture services.

Offender Management Network Information Project

Joe Lehman, Secretary of the Department of Corrections (DOC), announced that 8,200 employees are successfully using the deliverables and products of Offender Management Network Information (OMNI) Phase 1. Phase 2 is in development and designs of that phase have been completed.

DOC has assigned a full-time project director and instituted a steering committee to keep the project on track. They also have a schedule, risk management plan, communications plan, and a software development plan. The deployment plan for Phase 2 is contracted to IBM and is due October 1, 2004.

A budget request will be submitted to the Legislature to develop Phase 3 during the next biennium. When Phase 3 is complete, DOC will have the capability to migrate from the OBTS legacy system.

The integrated schedule is a challenge. Both DOC and IBM have added personnel to the project team. DOC is working with Office of Financial Management (OFM) to identify costs related to maintenance and any costs that may be required for deployment.

New Business/Public Comment   It was recommended that a Vice-Chair be elected at the next ISB meeting on November 10, 2004.

Adjournment   The meeting was adjourned.